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James A. Carder
Director
Division of Accounting

M E M O R A N D U M

TO: Agency Payroll and Personnel Officers
FROM: Division of Accounting
DATE: September 24, 2003
RE: November 28, 2003 Payroll

Our SAM II HR processing schedule for November calls for the last payroll of that month to be dated November 28, 2003. In the event that state offices will be closed that day, those receiving payroll direct deposit will not be affected. However, those still receiving paper checks will require additional agency attention for distribution.

Paper checks and direct deposit advice statements will be available after noon on Tuesday, November 25 for distribution to the agencies. The paper checks must not be released to the employees until **after** 3:00 p.m. on Wednesday, November 26, 2003. The State Treasurer's Office is very concerned that checks dated November 28 will be presented to the bank prior to the check date. It is each agency's responsibility to control the release of the paper payroll checks.

Each agency should determine how to distribute their paper checks to employees. One of your options might be to encourage employees receiving paper checks to enroll in payroll direct deposit. If so, the enrollment should be submitted as soon as possible to allow the prenote and direct deposit to be effective by this pay date.

If you have any questions, please contact Jack Dothage at (573) 751-3289 or by email at dothaj@mail.oa.state.mo.us.

JD:vvd